

The compact disc (CD) has become a cost-effective, convenient method of publication. For the benefit of NETL stakeholders, more and more documents are being distributed on CD. As with all NETL publications, there is benefit to consistency of design that identifies the CD as an NETL publication.

With the use of common elements that promote easy recognition as an NETL publication, there is room for flexibility in design specific to any project. Use of the NETL institutional fonts, Gil Sans for title and headings and Times for text, is required. Proper use of the DOE seal and NETL logo is also required.

Jewel Case and Slim Jewel Case inserts

- **Title**—place the title on the upper third of the cover. Gill Sans is NETL’s institutional font.
- **DOE Seal**—Any CD being produced for a DOE project, policy, workshop, conference, etc., should use the DOE seal. If appropriate, the DOE seal may be displayed to the left of and sized in proportion to the NETL logo.
- **NETL Logo**—Place the NETL logo on the lower third of the insert. The logo should be legible but no smaller than one inch in length.

Jewel Case back or Slim Jewel Case inserts back

- **Mandatory Information**—NETL address, logo, and DOE seal if appropriate (as stated above).
 - Organizational information—U.S. Department of Energy, Office of Fossil Energy (if appropriate), National Energy Technology Laboratory
 - Address—Pittsburgh, PA / Morgantown, WV / Tulsa, OK / Fairbanks, AK
 - The NETL website URL—**www.netl.doe.gov** (bold face website address)
 - The NETL customer service 800 number—Customer Service: **1-800-553-7681** (bold face number)
 - Report number—list any NETL or Office of Science and Technical Information (OSTI) report number.

CD Label

- **Mandatory Information**—Title, DOE seal, NETL logo, report number (if applicable), organizational information, website URL, and customer service telephone number.

Sample

- 2004 Office of Fossil Energy Fuel Cell Program Annual Report CD Jewel Case Insert, Backliner, and Disc.





